



State of Utah

JON M. HUNTSMAN, JR.  
Governor

GARY R. HERBERT  
Lieutenant Governor

## DEPARTMENT OF HUMAN SERVICES

LISA-MICHELE CHURCH  
Executive Director

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Deputy Director

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### ~ M E M O ~

**TO:** DHS Executive Leadership Team

**FROM:** Lisa-Michele Church, Executive Director

**RE:** FY 2009 Budget Restrictions

**DATE:** August 28, 2008

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In light of weakening state revenues brought on by the downturn in the national economy, I am implementing restrictions on certain categories of administrative expenditures as follows:

#### Out of State Travel

Out of State Travel approvals will be limited to travel required to meet client needs, travel to meet federal grant requirements, or travel paid from non-General Fund sources.

#### Group Gatherings

Group gatherings will be limited to mandatory training and certain annual events. Annual events and conferences involving external participants may be approved and will be reviewed through the existing group gathering approval process. Any group gathering already approved as of the date of this memo may proceed as planned.

#### Food Purchases

Food purchases will not be permitted except for retirement functions and when they are essential to the efficient conduct of a statewide meeting or mandatory training. For example, a citizen board meeting where board members travel from around the state to attend a mid-day meeting with limited time for lunch can use a delivered lunch to maximize available meeting time.

#### Incentives

Incentives that are part of an EDO-approved Department/Division/Office/Institution plan may continue as planned. All other incentive payments are suspended.

#### Purchases

Computer hardware and software purchases exceeding \$5,000 will require approval by the Executive Director's Office. Please submit these to Mark Ward.

These restrictions are necessary to help protect funding for essential services to the extent possible and are effective immediately. As you implement, consider the spirit of the restrictions and do all you can to control administrative expenses where possible. Thank you for your assistance in implementing these directives. If you have any questions, please contact Mark Ward.